



California Office of Digital Innovation

# Duty Statement

☐ Current      ☒ Proposed

<b>Classification</b> Information Technology Manager II (ITM II)	<b>Office/Department</b> Office of Digital innovation
<b>Working Title</b> Chief Information Officer (CIO)	<b>Unit/Section</b> ODI/Operations
<b>Position Number</b> 374-100-1406-XXX	<b>Effective Date</b>
<b>Name</b> Vacant	<b>Date Prepared</b> 4/14/2022

## General Statement

Under the administrative direction of the Deputy Director, Operations, the Information Technology Manager II (ITM II) acts as the Chief Information Officer (CIO) directing, planning, organizing, and leading ODI's IT functions. The incumbent will be responsible for providing secure, reliable, technology infrastructure, application and support services to ODI employees and customers. The incumbent develops and maintains IT policies, standards and guidelines for infrastructure and platform services and executes the IT strategic plans and roadmaps to support the department's business needs. The incumbent will assign and direct the work of subordinate IT staff delivering Personal Computer support, database development and design, internet access, network support and telecommunication services. The incumbent will define the business information needs of customers, provide technical review and guidance for effective IT solutions and designs as well as manage fiscal, accounting and purchasing of IT hardware, software and other related services. Duties include, but are not limited to, the following:

## Essential Functions

%	Description
45%	<ul style="list-style-type: none"> <li>• Plan, develop, and lead the direction of the Department's Information Technology function based on the business needs of the department and its strategic plan</li> <li>• Develop and implement standards, policies and guidance for effective and efficient use of information technology</li> <li>• Plan, develop and implement appropriate tools for oversight, management decisions and program implementation design</li> <li>• Ensure adequate security controls for system recovery and usage of electronic data files and reports are in place and effective</li> <li>• Recommend information technology solutions for capturing data and processes for delivery of State information and services provided</li> <li>• Maintain systems and services in adequate working order throughout their life cycles and prepare to incorporate new information systems and technological principles, methods and techniques as required</li> <li>• Ensure the requests are in line with the department's technology solutions and designs</li> <li>• Approve, oversee and manage IT's fiscal, accounting and purchasing of IT hardware, software and services</li> </ul>
30%	<ul style="list-style-type: none"> <li>• Assign and direct the work of subordinate staff, making adjustments as necessary due to changing priorities</li> <li>• Coach subordinates toward future goals and create an organizational environment which encourages staff to stay current and informed about new automation and emerging technology</li> <li>• Ensure client services support, application development and design, internet access, network support and telecommunication services, and information security</li> <li>• Evaluate staff performance as required and needed to ensure adequate performance and take appropriate steps as necessary</li> </ul>
15%	<ul style="list-style-type: none"> <li>• Advises the Chief Deputy Director and Director in the formulation of state service delivery policy.</li> <li>• Functions in a consultative role with the Chief Deputy Director relative to state and office initiatives, policies, and standards in support of ODI's goals and objectives.</li> <li>• Advises the Chief Deputy Director and Director regarding major issues confronting the Office.</li> </ul>

## Marginal Functions

5%	Perform other staff assignments as appropriate and required
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**Supervision Received**

The Chief Information Officer reports to the Deputy Director, Operations.

**Supervision Exercised**

The Information Technology Manager II directly supervises the following classifications: Information Technology Manager I, Information Technology Supervisor II, and provides indirect supervision to Information Technology Specialist I.

**Working Conditions**

The employee regularly works in an indoor and climate-controlled office setting under artificial light. The employee's workstation is located in Sacramento, CA, and is equipped with standard or ergonomic office equipment, as appropriate. Based on departmental or operational needs, work can be performed remotely. Occasional travel may be required to attend offsite meetings, conferences, and training classes. May sit for an extended period using a keyboard and video display terminal. On occasion, may require flexible work schedules, including some evening hours to complete assignments, meet deadlines, and provide support to the Directorate.

**Attendance**

Must maintain regular and acceptable attendance at such a level as is determined ODI's sole discretion. Must be regularly available and willing to work the hours the department determines are necessary or desirable to meet its business needs.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** \*(If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor.)

*A Reasonable Accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.*

Duties of this position are subject to change and may be revised as needed or required.

<b>Employee Signature</b>	<b>Employee Printed Name</b>	<b>Date</b>

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

<b>Supervisor Signature</b>	<b>Supervisor Printed Name</b>	<b>Date</b>
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